



AGREEMENT

BETWEEN THE

WEST CHESTER AREA SCHOOL DISTRICT
BOARD OF EDUCATION

AND THE

WEST CHESTER AREA
EDUCATION ASSOCIATION

JULY 1, 2022 THROUGH JUNE 30, 2027

INDEX

	<u>Page</u>
ARTICLE I AGREEMENT	1
ARTICLE II VESTED BOARD AUTHORITY	1
ARTICLE III RECOGNITION	1
ARTICLE IV DUES CHECK OFF	2
ARTICLE V ASSOCIATION RIGHTS AND PRIVILEGES	2
5.01 Maintenance of Membership.....	2
5.02 Pay for Time Not Worked	3
5.03 Association and Non-Educational Activity.....	3
5.04 Use of School Facilities and Equipment.....	3
5.05 Use of Inter-School Mail Facilities.....	3
5.06 Posting Vacancies.....	3
5.07 Association Rights at Faculty Meetings	3
5.08 Schedule Assignments for Officers of Association	3
5.09 Rights Under Law	3
5.10 Approved Leaves to Attend Association Conventions	4
5.11 Administrator/Building Representative Discussion Meetings.....	4
5.12 Release of Association President.....	4
5.13 Act 48.....	4
5.14 District Advisory Committee.....	4
5.15 Mandatory Direct Deposit.....	4
ARTICLE VI SETTLEMENT OF DISPUTES	5
6.00 General.....	5

6.10	Definitions	5
6.20	Procedure	5
6.30	Arbitration.....	7
ARTICLE VII WAGES AND HOURS OF WORK		8
7.01	Work Year.....	8
7.02	Special Education Liaison Work Year	8
7.03	Psychologist Work Year.....	8
7.04	High School Counselor Work Year	8
7.05	Middle School Counselor Work Year	8
7.06	New Bargaining Unit Members.....	9
7.07	Uniform Day.....	9
7.08	Work Year/Day for Part-Time Employees.....	9
7.09	Recognition of Professional Responsibilities	9
7.10	Faculty and Department Meetings.....	9
7.11	Hourly Rate Formula	9
7.12	Extra Duty Pay During School Hours	9
7.13	Preparation Time for K-5 Bargaining Unit Members	9
7.14	Preparation Periods for 6-12 Bargaining Unit Members	10
7.15	Extra Duty Pay Outside School Hours	10
7.16	Summer School Pay	10
7.17	Caseworkers.....	11
ARTICLE VIII PROTECTION FOR BARGAINING UNIT MEMBERS.....		11
ARTICLE IX EMPLOYEE BENEFITS		13
9.01	Selection of Insurance Carrier.....	13
9.02	Insurance Benefits.....	14

9.03	Insurance Benefits.....	14
9.031	Hospitalization, Medical-Surgical and Major Medical Insurance....	14
9.032	Retiree Health Care Benefits	15
9.033	Dental Plan	16
9.034	Prescription Drug Plan	16
9.035	Vision Care Plan	17
9.036	Life Insurance.....	18
9.037	Wellness Advocacy	18
9.04	Insurance Benefits for Part-Time Bargaining Unit Members.....	18
9.05	Income Protection Plan	19
9.06	Tuition Reimbursement.....	19
9.07	Changes in Preparation Level	20
9.08	Mileage Reimbursement.....	22
9.09	Conclusion of Service Pay for Pensioners.....	22
9.10	National Board for Professional Teaching Standards Certification.....	23
9.11	Pay for Time Not Worked	23
a.	Sick Leave.....	23
b.	Personal Leave Days.....	24
c.	Death of Member of Immediate Family	25
d.	Death of Very Close Friend or Relative	25
e.	Religious Obligations.....	25
f.	Military Leave.....	26
g.	Military Training	26
h.	Jury Duty or Witness in Court	26

i. Maternity Leave.....	26
j. Childrearing (personal) Leave	26
k. Other Leave Requests.....	27
l. Sabbatical Leave	27
m. Family and Medical Leave Act.....	27
n. Sick Leave Bank	28
ARTICLE X STRIKES AND LOCKOUTS	28
ARTICLE XI WAGE SETTLEMENTS.....	28
ARTICLE XII TEACHER’S RIGHTS	30
ARTICLE XIII TERMINATION.....	31

AGREEMENT
between
WEST CHESTER AREA SCHOOL DISTRICT, BOARD OF EDUCATION
and
WEST CHESTER AREA EDUCATION ASSOCIATION

ARTICLE I
AGREEMENT

- 1.01 This agreement is made and entered into this 27th day of September, 2021, by and between the West Chester Area School District, Board of Education, who shall hereinafter be referred to as the "Board" and the West Chester Area Education Association, who shall hereinafter be referred to as the "Association".
- 1.02 If any provision of this Agreement or any application of this Agreement to any bargaining unit member or group of bargaining unit members is held contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 1.03 In consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

ARTICLE II
VESTED BOARD AUTHORITY

- 2.01 The Board shall at all times exercise its exclusive authority to establish policy in all matters relative to the proper conduct of the public schools within its jurisdiction. All policies must promote effective and efficient education programs.
- 2.02 The operation and management of the District and the direction of its staff are vested in the Board in accordance with the Pennsylvania School Code and sections 7.02 and 7.03 of Act 195. In accordance with the Pennsylvania School Code, the Board has, among other things, the rights to operate the District, to direct the working force, to select its supervisory personnel, to hire new employees, to assign work, to discipline and discharge bargaining unit members for cause.

ARTICLE III
RECOGNITION

- 3.01 The Board agrees to recognize the Association as sole bargaining agent in accordance with Act 195 for all employees included in the Bargaining Unit as certified and determined by the PLRB on September 7, 1971, by case PERA-A-823-E and expanded on September 1, 1982, by case PERA-U-80-302-E as consisting of

full-time and part-time teachers, guidance counselors, nurses, librarians, subject chair people, prevention specialists, home and school visitors (social workers, truant officer, etc.), dental hygienists, Board appointed long-term substitutes and teachers in funded programs employed in the West Chester Area Schools on all matters relating to wages, hours, terms and working conditions as determined by law. The above stated list of employees will henceforth be defined as "Bargaining Unit Members".

- 3.02 Nothing herein shall prevent an individual Bargaining Unit Member or group of Bargaining Unit Members from presenting grievances through the settlement of disputes procedure as provided in Article 606 of Act 195.

ARTICLE IV **DUES CHECK OFF**

- 4.01 The Board agrees to make payroll deductions from the salaries of Bargaining Unit Members as requested by the Association. The Association will be responsible for giving the Board the names of Bargaining Unit Members for payroll deductions. Such deductions will be made in equal installments out of each subsequent pay during the balance of the school year. The Association shall indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by any reasons of actions taken by the Board in reliance upon documents furnished by the Association to the Board in complying with any of the provisions of the Article.
- a. Deductions for the first pay of the school year will be made provided the list is given to the Director of Human Resources by August 15. After August 15, all additional payroll deduction lists must be submitted at least nine (9) calendar days prior to a payday.
 - b. The duplicate copy of any list will be returned to the Association and will indicate the amount of money that will be deducted in each pay for each name on the list.
 - c. All monies deducted will be turned over to the Treasurer of the Association within ten (10) calendar days following the pay date.

ARTICLE V **ASSOCIATION RIGHTS AND PRIVILEGES**

- 5.00 These rights are granted exclusively to the Association as the sole bargaining representative:
- 5.01 Maintenance of Membership - as provided by the Public Employees Relations Act, Article 111, paragraph eighteen (18), the Board agrees that Bargaining Unit Members who are members of the Association as of September 5, 1972, or who

join the Association thereafter must remain members for the duration of this collective bargaining agreement so providing with the provision that any such Bargaining Unit Member or Members may resign from the Association during a period of fifteen (15) calendar days prior to the expiration of this Agreement.

- 5.02 Whenever a Bargaining Unit Member is requested by the Administration to participate in conferences, meetings, or negotiations during working hours, the Bargaining Unit Member shall suffer no loss in salary.
- 5.03 No Bargaining Unit Member or representative of the Association shall engage in Association or non-educational activity or business during the school day except during their own non-assigned time.
- 5.04 Upon preapproval of the building administrator or if not available, their designee, the Association shall have reasonable use of school facilities and equipment.
- 5.05 The Association shall have the right to insert materials related to Association business in the Bargaining Unit Members' mailboxes. One (1) copy of such material shall be given to the building administrator, or if not available, their designee, not later than the time of distribution. In any case of space limitation, material related to instructional programs shall have priority.
- 5.06 Notice of job vacancies which the Administration desires to fill will be posted within ten (10) school days of knowledge of the openings and a copy sent to the Association President. Bargaining Unit Members who desire to apply for any such vacancy shall submit their applications, in writing, or by e-mailing, to the Superintendent, or designee, within the time limits as specified in the notice. The Board agrees to give consideration to the professional background and attainments of all applicants including Bargaining Unit Members, but the decision of the Board as to the filling of such vacancies shall be final. The Bargaining Unit Member shall be notified by the Director of Human Resources of the results of their application.
- 5.07 Association representatives shall be permitted to speak to faculties at faculty meetings when the scheduled business has been completed provided the building administrator or, if not available, their designee has been given prior notification.
- 5.08 Executive officers of the Association, upon request to the building administrator or, if not available, their designee, shall be given consideration in schedule assignments so that they may conduct Association business without interfering with professional responsibilities.
- 5.09 Nothing contained herein shall be construed to deny or restrict to any Bargaining Unit Member such rights as they may have provided under the Public School Code of 1949 as amended, or Act 195, or other applicable laws in effect.

- 5.10 Official delegates may be excused from work, without loss of pay, for a maximum of fourteen (14) school days during the school year, to attend the Pennsylvania State Education Association or National Education Association conventions. The request by the Association must be in writing to the building administrator or, if not available, their designee at least one (1) week prior to the absence. The Association shall reimburse the School District for the pay of the substitute employed.
- 5.11 From time to time, Association building representatives and building administrators may discuss matters of concern. Said discussions may be initiated by either party.
- 5.12 Upon request of the Association President or Vice Presidents (up to 3), and with the preapproval of the Superintendent or designee, the Association President or Vice Presidents (up to 3) will be released from duties for Association business. The Association will reimburse the School District for the cost of the substitute. The Association President or Vice Presidents (up to 3) shall suffer no loss of wages, benefits, or other contractual advantages. The Association President will not be assigned any duty periods by their building administration.
- 5.13 As per Act 48 of 1999, a professional development planning committee to determine the professional development needs of professional employees and options for meeting those needs shall be created.

The Committee shall be comprised of a representative group of Bargaining Unit Members and administrative representatives. The Bargaining Unit Members shall select the bargaining unit representatives to serve on the committee.

- 5.14 A joint labor management committee consisting of Bargaining Unit Members, the Administration and the Board shall be formed and designated as the District Advisory Committee ("Committee"). The Committee shall meet periodically during the school year for the purposes of collaborating on recommendations to the Board on areas where the District can improve the efficiency and cost-effectiveness in the delivery of District services taking into account educational and financial considerations. Committee recommendations shall be annually delivered to the Board in writing and preferably in advance of the District's adoption of its preliminary budget.
- 5.15 All Bargaining Unit Members shall be required to (1) set up a bank account that can receive direct deposit checks from the District and (2) execute any and all forms or consents that would enable mandatory direct deposit of District payroll and other checks as a precondition for receipt of any monetary payments or compensation from the District. Prior to making future changes to District payroll that would impact the Bargaining Unit Members' receipt of any monetary payment or compensation from the District, the District will meet and discuss such changes with the Association Leadership.

ARTICLE VI
SETTLEMENT OF DISPUTES

6.00 GENERAL:

6.01 The purpose of this grievance procedure is to secure an equitable solution to any disputes or grievances which may arise out of the interpretation of the provisions of this agreement.

6.02 Failure to submit a written grievance within thirty (30) days from the date upon which the action or event giving rise to the grievance occurred shall constitute a bar to further action.

6.03 Upon selection and certification by the Association, the Board shall recognize a grievance representative for each building and a grievance committee, provided written notice has been given beforehand to the Director of Human Resources or, if not available, their designee.

6.04 Meetings for settling disputes will be held during non-assigned times or at other times mutually agreed upon beforehand.

6.05 Grievance decisions rendered during the grievance Steps I, II, and III processes will be delivered by registered mail or hand-delivered.

6.10 DEFINITIONS:

6.11 A "grievance" is a claim by a Bargaining Unit Member or Members that there has been a misinterpretation of the provisions of this Agreement.

6.12 An "aggrieved person" is the person or persons initiating a grievance. Identical individual grievances may be processed as a single grievance.

6.13 A "designee" may not appear in more than one step.

6.14 The reference to "days" when used in this article shall mean working school days unless otherwise noted.

6.20 PROCEDURE:

6.21 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step will be considered maximum and every effort will be made to expedite the process. The time limits specified may be extended by mutual agreement, and any step in the grievance procedure may be waived by mutual agreement in order to process this to a higher step. Grievances filed within thirty (30) school days before the last day of the school term, or during the summer school term, may be submitted at the proper step to provide an

answer at Step III of the grievance procedure within ten (10) calendar days after the last day of the school term or the summer school term. A grievant may be represented at any step of the grievance procedure by the aggrieved or at the aggrieved's option, by the aggrieved's representative.

- 6.22 Any grievance, once filed, may be withdrawn at any step in the grievance procedure by the aggrieved or the Association.
- 6.23 A grievance will be considered resolved if it is not appealed to the next step within the time limits specified. The aggrieved may submit the grievance to the next higher level if the Administration fails to render a decision within the time limits specified.
- 6.24 Any grievance shall be discussed orally by the aggrieved directly or through their Association grievance representative with the immediate supervisor or building administrator with the object of resolving the matter informally.
- 6.25 If the grievance is not resolved, the aggrieved may reduce their grievance to writing on the form, mutually agreed to by the parties provided for this purpose, giving detailed facts relating to the grievance, including, but not limited to time, place, and section of this agreement involved. The grievance must be signed by the aggrieved. A copy of the grievance shall be delivered to the supervisor or building administrator, Director of Human Resources, grievance representative, and chairperson of the grievance committee. In the event the grievance is orally discussed with the building administrator and they do not resolve it at this informal level, the grievance will be filed at Step I, but, by mutual agreement with the building administrator, Step I may be waived.

6.251 Step I

The building administrator or designee and the aggrieved; and/or representative, will meet to discuss the grievance within five (5) school days after filing the written grievance.

Within five (5) days after such meeting, the building administrator will give a decision in writing.

If the grievance is not resolved, the aggrieved and/or representative may appeal to Step II, provided it is done within five (5) days after the written decision has been received.

6.252 Step II

The Director of Human Resources, or designee, and the building administrator, the aggrieved and/or representative, and the chairperson of the grievance committee or designee, will meet within five (5) days after

the appeal.

Within five (5) days after the meeting, the Director of Human Resources will give a decision in writing.

If the grievance is not resolved, the aggrieved and chairperson of the grievance committee or designee may appeal to Step III provided it is done within five (5) days after the written decision has been received. The chairperson of the grievance committee or designee has a right to be present as an observer if the Association is not representing the aggrieved.

An identical grievance, once filed in the respective buildings, involving more than one person in more than one building, will be initiated at this step.

6.253 Step III

The Superintendent, or designee, the aggrieved and/or representative and other parties of interest who have been agreed upon beforehand, will meet to discuss the grievance within five (5) days after the date of the appeal.

Within five (5) days after this meeting, the Superintendent or designee will give a decision in writing.

If a grievance is not resolved, the Association may appeal to arbitration, provided written notice of such intent is sent to the Board and the Department of Labor and Industry within ten (10) days after the written decision has been received.

6.30 ARBITRATION

The Arbitrator will be selected from a list of seven (7) Arbitrators provided by the Department of Labor and Industry in accordance with its rules which shall likewise govern the arbitration proceedings. Upon receipt of the list of names submitted by the Pennsylvania Bureau of Mediation, the Association's Representative and the Board's Representative shall meet or confer and beginning with the School District each shall alternatively eliminate the names of three (3) of the persons listed. The remaining Arbitrator on the list shall be selected as the Arbitrator. The Arbitrator shall have the authority to apply provisions of this Agreement and to render a decision on any dispute coming before the Arbitrator, but shall not have the authority to amend or modify this Agreement, or to make determinations in areas which affect the taxing power of the Board or its responsibility for public funds. Both parties agree to be bound by the decision of the Arbitrator. The fees and expenses of the Arbitrator shall be shared equally by the parties involved. The expenses of witnesses, including wages if appropriate, shall be borne by the party requiring the testimony of the witness.

ARTICLE VII
WAGES AND HOURS OF WORK

7.01

The work year for all full-time Bargaining Unit Members shall be one hundred eighty-two (182) student days and one hundred ninety-one (191) total work days.

If the School District needs to make up more than six days due to inclement weather, the 182-day requirement will be waived and students will attend school 180 days. The two additional teacher days will be made up either after the end of the student year or made up as flex time to credit for the days. Each day to be made up will require 6 hours of professional development time. All time must be completed before the designated flex day is scheduled.

- 7.02 The special education liaison will work up to ten (10) additional days over the regular contract year. The additional days over the regular contract year will be worked between the last teacher day of the school year and before the first teacher day (as per District calendar) of the following school year. The schedule will be mutually developed by June 1st between the liaison and the Supervisor of Special Education. The additional days will be paid at the hourly rate of the special education liaison's salary in effect during the time worked.
- 7.03 The psychologist will work up to five (5) additional days over the regular contract year. The additional days over the regular contract year will be worked between the last teacher day of the school year and before the first teacher day (as per District calendar) of the following school year. The schedule will be mutually developed annually by June 1st between the psychologist and the Supervisor of Pupil Services. The additional work days will be paid at the hourly rate of the psychologist's salary in effect during the time worked.
- 7.04 The high school counselor will work up to ten (10) additional days over the regular contract year. The additional days over the regular contract year will be worked between the last teacher day of the school year and before the first teacher day (as per District calendar) of the following school year. The schedule will be mutually developed annually by June 1st between the counselor and the Supervisor of Pupil Services. The additional days will be paid at the hourly rate of the high school counselor's salary in effect during the time worked.
- 7.05 The middle school counselor will work up to four (4) additional days over the regular contract year. The additional days over the regular contract year will be worked between the last teacher day of the school year and before the first teacher day (as per District calendar) of the following school year. The schedule will be mutually developed annually by June 1st between the middle school counselor and

the Supervisor of Pupil Services. The additional days will be paid at the hourly rate of the middle school counselor's salary in effect during the time worked.

- 7.06 Bargaining Unit Members commencing their first year of regular employment with the District as professional employees will work five (5) additional days over the regular contract year. The additional days over the regular contract year will be for induction activities prior to the first teacher day of the school year. One (1) of these additional days will be for induction activities at the Association's discretion. All of these induction days will be unpaid. During the second year of employment, such Bargaining Unit Members will work the regular contract year for the position.
- 7.07 The Administration will provide a uniform seven and one-half (7-1/2) hour school day for all full-time Bargaining Unit Members. In an emergency, the full-time Bargaining Unit Members may be required to work beyond the uniform school day. The work day for the full-time Bargaining Unit Members will provide for a one-half (1/2) hour, duty-free lunch period. A Bargaining Unit Member working on an eight-tenths (.8) or greater schedule is considered a full-time employee for benefit eligibility purposes.
- 7.08 The work year and school day for Bargaining Unit Members who are employed part-time shall be based on need and/or program design each year as determined by the Board.
- 7.09 The Association and Bargaining Unit Members, recognize their professional responsibilities and obligations to meet with pupils, parents, and/or administrators to discuss matters of mutual concern before or after the normal school day.
- 7.10 Faculty and Department meetings shall no longer meet off contract time. Any additional meetings off contract time are subject to an arrangement between the Association and the Administration.
- 7.11 Unless otherwise noted, for each year of the contract, the hourly rate for Bargaining Unit Members will be determined by dividing the annual salary by 1,337, which represents the total contracted hours in each respective work year.
- 7.12 A Bargaining Unit Member who is assigned the scheduled instructional duties of another Bargaining Unit Member shall be paid an extra stipend based on the assigned Bargaining Unit Member's hourly rate for the time worked, provided it is during the regular in-school day and it is more than the usual number of periods assigned within that school or level of assignment.
- 7.13 Every elementary Bargaining Unit Member (K-5), including non-classroom bargaining unit members, shall receive at least two hundred ten (210) minutes of individual preparation time per week to be scheduled in no less than thirty (30) consecutive minutes during each student day. During this time, bargaining unit

members cannot be required to attend meetings, complete evaluations, or work with students.

- 7.14 Every secondary Bargaining Unit Member (grades 6-12), including non-classroom bargaining members, shall be scheduled to a minimum of five (5) preparation periods per week, not including team or subject meetings. During this time, bargaining unit members cannot be required to attend meetings, complete evaluations, or work with students.
- 7.15 A Bargaining Unit Member who is assigned additional duties outside the regular school hours and for which no supplemental contract is provided will be paid additional compensation as follows:
- a. Instructional assignment within certification area at the Bargaining Unit Member's hourly rate for time worked.
 - b. Non-instructional assignment, such as writing curriculum, taking inventory, etc., within certification area at an hourly rate determined by dividing the starting salary for Bargaining Unit Members on step 1 with a B.S. degree as per 7.11.
 - c. Non-instructional duties outside their certification area such as textbook selection, middle states preparation, induction, Act 48, etc. at the rate stated in 7.15b.
- 7.16 A Bargaining Unit Member who is assigned to teach summer school shall be paid at eighty percent (80%) of the hourly rate of the Bargaining Unit Member's salary in effect during the time worked.

7.17 Caseworkers and Athletic Trainers

- a. Professionally certificated caseworkers and athletic trainers will be placed on appropriate step and preparation level on-scale mutually agreed upon by the District and the Association.
- b. Caseworkers and athletic trainers who are not professionally certificated will remain on the following scale and will receive Act 1 increases for each year in this Agreement.

Non-Certificated Caseworker/Athletic Trainer Starting Salary Schedule July 1, 2022 - June 30, 2027			
Degree	Group		
Doctorate	Group 1	Start	\$67,234
Masters	Group 2	Start	\$58,104
		MS+15	\$59,930
		MS+30	\$61,756
		MS+45	\$63,582
Bachelors	Group 3	Start	\$51,670
		BS+12	\$52,880
		BS+24	\$54,090

- c. A non-certificated caseworker or athletic trainer who earns their professional certification will move on scale to a comparable level mutually agreed upon by the District and the Association.
- d. The District, in their sole discretion, will be permitted to hire the best candidate for the position, either professionally certificated or not professionally certificated.

**ARTICLE VIII
PROTECTION FOR BARGAINING UNIT MEMBERS**

- 8.00 The Board and the Association recognize a mutual responsibility in the area of teacher protection as it relates to health and safety.
- 8.01 The Board shall give full legal support for any assault upon a Bargaining Unit Member and where they feel the Bargaining Unit Member was acting properly in the discharge of that Bargaining Unit Member’s duties within the scope of employment. The Association President shall be notified by the appropriate administrator (Building or District) of any assault, injury, or loss of property suffered by any Bargaining Unit Member.

- 8.02 When absences arise out of or from such assault or injury, the Bargaining Unit Member shall not forfeit any sick leave or personal leave.
- 8.03 The Bargaining Unit Member's absence resulting from injuries incurred in such assault will receive salary while incapacitated during the waiting period for which no compensation is allowed under Pennsylvania Workers' Compensation Laws. The salary differentials between monies paid under Workers' Compensation and the Bargaining Unit Member's actual salary will be paid by the Board for a period of thirteen (13) weeks. Requests for payment beyond this period must be made in writing to the Superintendent through the appropriate building administrator. Bargaining Unit Members injured in the performance of their duties shall not forfeit any sick leave or personal leave.
- 8.04 The Board shall have the right to have the Bargaining Unit Member examined periodically, at Board's expense, by a physician appointed by the Board for the purpose of establishing the extent and approximate period of disability.
- 8.05 If criminal or civil proceedings are brought against a Bargaining Unit Member under the jurisdiction of the Board for any act of omission arising out of or in the course of the performance of the duties of their employment and the Bargaining Unit Member prevails in the proceedings, the Board shall reimburse the Bargaining Unit Member for reasonable counsel fees incurred through legal defense.

8.06 PROCEDURE FOR REPORTING INCIDENTS

8.061 Bargaining Unit Members shall report cases of assault suffered by them in connection with their employment to their building administrator and/or Director of Human Resources, as soon as possible. The Director of Human Resources will notify the Association President as soon as possible regarding any assault upon a Bargaining Unit Member.

8.062 Such notification shall be immediately forwarded to the Superintendent who shall subsequently comply with any reasonable request from the Bargaining Unit Member for information in the possession of the Superintendent relating to the incident or to the persons involved, and shall act in appropriate ways as liaison between that Bargaining Unit Member, proper law authorities, and the courts.

8.07 HEALTH AND SAFETY

The Administration agrees to meet with the Association when concerns of safety are brought up in order to resolve any problem. The Superintendent will include one member of the bargaining unit on the safety committee.

ARTICLE IX
EMPLOYEE BENEFITS

9.00 All Bargaining Unit Members will be entitled to the following benefits, and under the conditions set forth as outlined below.

9.01 For purposes of eligibility under this Section, a spouse shall be defined as an individual who is married to a West Chester Area School District employee, where the employee and spouse hold a valid and current marriage license or a civil union. In order to substantiate coverage eligibility for a spouse, all employees may be required to demonstrate it meets the definition of spouse under the Contract by showing the valid and current marriage license or a civil union. A spouse may also be defined as an individual who holds a legally valid and recognized Civil Union with a West Chester Area School District employee. Because Civil Unions are not recognized in Pennsylvania, the District may require employees to show an original document evidencing a recognized legal Civil Union from another state in order to qualify for coverage for the spouse.

Same sex spousal coverage shall be available to employees who meet all of the following terms and conditions:

- (a) is married or in a legally recognized Civil Union, at least eighteen (18) years of age, resides with the other spouse, and intends to continue to reside with the other Spouse for an indefinite period of time;
- (b) is not related to the other Spouse by adoption or blood;
- (c) is the sole Spouse of the employee;
- (d) agrees to be jointly responsible for the basic living expenses and welfare of the Spouse;
- (e) demonstrates financial interdependence by submission of proof of the following documents:
 - (i) a valid and current marriage license, or a legally valid and recognized Civil Union consistent with the current Collective Bargaining Agreement between the professional employees of the Group;

And at the District's discretion may request additional documentation, including the following:

- 1) joint mortgage or lease;
- 2) a designation of one of the Spouses as beneficiary in the other Spouse's will;

- 3) a durable property and health care powers of attorney;
- 4) a joint title to an automobile, or joint bank account or credit account; or

(ii) such other proof as is sufficient to establish economic interdependency under the circumstances of the particular case.

9.02 Selection of carrier is the right and responsibility of the Board. Any change in insurance carrier shall be discussed with the Association at least forty-five (45) days prior to said change. Any change in carrier shall result in benefits equal to or greater than those benefits in effect prior to said change.

9.03 INSURANCE BENEFITS

9.031 Hospitalization, Medical-Surgical and Major Medical Insurance

A. Plans Offered

The Board shall offer the following medical plans during the term of the Collective Bargaining Agreement, or as otherwise stated:

1. Personal Choice 10 Plan
2. Personal Choice 10/20/70 Plan
3. Personal Choice 20/30/70 Plan
4. Personal Choice 320 Subject to an annual in network out of pocket maximum of \$2,300 for single enrolled employees and \$4,600 for enrolled employees covering dependents.
5. IBC HDHP HD1-HC-1 (core plan for all Bargaining Unit Members).

a. The IRS defines a qualified high deductible health plan by mandating minimum thresholds. The district's current HDHP is considered a qualified high deductible health plan as defined by the IRS, by which contributions can be made to a Health Savings Account. If the IRS increases the thresholds above the district's current HDHP's thresholds, the district will amend the plan to meet the definition of a qualified high deductible health plan as defined by the IRS.

B. Allocation of Medical Benefit Premiums During the Term of this Contract

- a. Bargaining Unit Members shall make the following contributions toward the IBC HDHP HD1-HC-1 plan: 9% for the 2022-2023 school year; 9.5% for the 2023-2024 school year; 10% for the 2024-2025 school year; 10.5% for the 2025-2026 school year; and 11% for the 2026-27 school year.
- b. Bargaining Unit Members enrolled in the IBC HDHP HD1-HC-1 will be eligible for an employer HSA contribution in each year of the agreement. Those employees enrolled in the plan will receive \$500 for employee only coverage and \$1,000 for employee +1 or more coverage in each year of the agreement.
- c. Bargaining Unit Members can buy up to PC 320, PC 20/30/70, PC 10/20/70 or PC 10.
- d. Bargaining Unit Members who elect the PC 320, PC 10/20/70, the PC 20/30/70, or the PC 10 Plan will pay the difference in premiums between the Board's contribution to IBC HDHP HD1-HC-1 Plan and the plan elected, through mandatory payroll deductions in a given year.

9.032 Retiree Health Care Benefits

- A. Bargaining Unit Members who retired between July 1, 2009 through June 30, 2015, and qualified for retiree benefits under previous collective bargaining agreements shall be eligible to participate in the healthcare plans and prescription drug program available to the current members of the bargaining unit. All retired bargaining unit members who are eligible for this benefit shall contribute towards the healthcare premiums at the same rate as active bargaining unit members or at the maximum reimbursement provided by PSERS (currently \$100/month), whichever is higher.
- B. Any Bargaining Unit Member who retired between June 30, 2014 and June 30, 2015 will receive retiree benefits for single coverage according to the plan in which they enroll with contribution rates as per the 2014-2015 school year.
- C. Eligibility for such coverage under this Section shall continue until the retiree becomes eligible for Medicare.
- D. Future coverage for retired bargaining unit members under Paragraph A above who retire may be subject to future changes as

negotiated in any successor bargaining agreement between the parties.

- E. The District's obligations to retirees shall be limited to Section 5-513 of the School Code with the exception to retiree health care benefits referenced in Section 9.032 (A), (B), (C) and (D). Nothing herein shall limit or restrict non-eligible bargaining unit members and retirees' rights under 5-513 of the School Code or COBRA as applicable.

9.033 Dental Plan

Premiums for individual and dependent coverage under West Chester School District self-insured plan or equivalent basic care plan will be paid by the Board. Maximum coverage is one thousand five hundred dollars (\$1,500) each calendar year. Coverage includes major restorative treatment and orthodontics providing maximum sixty percent (60%) of two thousand dollars (\$2,000) protection.

New Bargaining Unit Members will be eligible for the dental plan first of the month following the first day worked.

Bargaining Unit Members shall make the following contributions towards the dental plan premiums: 9% for the 2022-2023 school year; 9.5% for the 2023-2024 school year; 10% for the 2024-2025 school year; 10.5% for the 2025-2026 school year; and 11% for the 2026-2027 school year.

Bargaining Unit Members who do not participate in the District's medical plans have the option to participate in the District's dental plan.

9.034 Prescription Drug Plan

A. Prescription Plan Offered

During the term of this Agreement, the individuals and dependents will purchase prescription drugs through the Program Administrator's Network or its substantial equivalent. Bargaining Unit Members shall also be required to use the mail service prescription plan and the Pharmacy Benefit Manager's Network. The prescription plan will include an Exclusive Specialty Program, a Prior Authorization Program, a Step Therapy Program and a Quantity Management Program.

Bargaining Unit Members who elect any of the medical plans shall make the following contributions towards the prescription plan premiums: 9% for the 2022-2023 school year; 9.5% for the 2023-2024 school year; 10% for the 2024-2025 school year; 10.5% for the 2025-2026 school year; and 11% for the 2026-2027 school year.

B. Copayments

1. For the 2022-23 and 2023-24 School Years, Bargaining Unit Members will pay the following copayments: \$10 copayment for Tier 1 (Generic) drugs, a \$25 copayment for Tier 2 (Preferred Brand) drugs and a \$40 copayment for Tier 3 (Non-Preferred Brand) drugs. Effective July 1, 2024 through the remainder of the agreement, Bargaining Unit Members will pay the following copayments: \$10 copayment for Tier 1 drugs, a \$25 copayment for Tier 2 drugs, a \$40 copayment for Tier 3 drugs and a \$100 copayment for Tier 4 (Specialty Brand) drugs.

The program includes Dispense As Written 2 (DAW2) In the event an Employee chooses a brand name drug when a generic drug is available, the Employee will pay the difference in the cost of the drug. An Employee may substitute a non-generic drug if a doctor prescribes the non-generic drug only due to some medical reason.

2. The mail service prescription plan shall provide for two (2) co-pays per ninety (90) day supply.

C. New Bargaining Unit Members will be eligible for prescription benefits first of the month following their first day worked.

D. Future coverage for a Bargaining Unit Member who retired after June 30, 1999 may be subject to future changes as negotiated in any successor collective bargaining agreement between the parties to this Agreement.

9.035 Vision Care Plan

Premiums for individual and dependent coverage for this District's plan in effect as of January 1, 1985, will be paid by the Board, but shall include biennial examinations and biennial replacement of eyeglasses or contacts, if warranted, to a maximum replacement value of one hundred dollars (\$100) per year.

New Bargaining Unit Members will be eligible for vision benefits first of the

month following their first day worked.

Bargaining Unit Members shall make the following contributions towards the vision plan premiums: 9% for the 2022-2023 school year; 9.5% for the 2023-2024 school year; 10% for the 2024-2025 school year; 10.5% for the 2025-2026 school year; and 11% for the 2026-2027 school year.

Bargaining Unit Members who do not participate in the District's medical plans have the option to participate in the District's vision plan.

9.036 Life Insurance

The Board will pay the premium costs for group life and accidental death and dismemberment insurance for the plan in effect for each Bargaining Unit Member. Group life insurance in the amount of the Bargaining Unit Member's base annual salary, rounded to the nearest one hundred dollars (\$100), plus seven thousand five hundred dollars (\$7,500) shall be provided.

9.037 Wellness Advocacy

The Board and Association leadership agree to support and advocate for District employee wellness initiatives. The Association leadership will meet periodically with the District administration to plan voluntary employee wellness activities and will encourage its Bargaining Unit Members to participate in the health initiatives at their Bargaining Unit Member's discretion.

9.038 Long Term Substitutes working in a WCAEA placement that accept a contracted position prior to the end of the current school year shall be entitled to WCAEA contractual benefits over the summer months (July and August). This shall not apply to any employee that is hired after the conclusion of the school year (including LTS employees hired in June, July, and August). Summer contract benefits will not be offered retroactively to any employee.

9.04 Insurance Benefits for Part-Time Bargaining Unit Members

9.041 Premiums for insurance will be shared by the Board and the Bargaining Unit Member on a pro-rata basis provided the employee elects to take the coverage and pay their pro-rata share of the premium in advance. Single and dependent coverage will be provided for hospitalization, medical-surgical and major medical insurance; dental plan; prescription drug plan; and the vision care plan.

Refer to 9.03 Insurance Benefits for conditions set forth.

9.042 Group life insurance in the amount of the Bargaining Unit Member's base annual salary, rounded to the nearest one hundred dollars (\$100), plus seven thousand, five hundred dollars (\$7,500) shall be provided.

Premiums for life insurance will be shared by the Board and the Bargaining Unit Member on a pro-rata basis, and pay their share of the premiums through payroll deductions.

9.05 The Board shall pay the full money premium for an Income Protection Plan for each Bargaining Unit Member. Said plan shall provide twelve hundred dollars (\$1,200) per month coverage for up to twenty-four (24) month. Bargaining Unit Members working less than eight tenths (.8) basis shall receive this benefit on a pro-rata basis.

Said coverage shall contain:

- a. a thirty (30) calendar day waiting period for sickness;
- b. a thirty (30) calendar day benefit for accident;
- c. coverage for loss of limbs;
- d. a stipulation that if the Bargaining Unit Member should die by accident, the proceeds shall be paid directly to named beneficiary.

The Bargaining Unit Member, at their own expense and provided that such action is consistent with carrier policy, shall be entitled to purchase additional coverage with the premiums to be paid through payroll deductions by the Bargaining Unit Member.

This program shall remain in effect unless the parties mutually agree to another program of the same cost to the District.

9.06 Tuition Reimbursement

9.061 Reimbursement to 90% of all graduate courses taken within the Bargaining Unit Member's assigned teaching field that leads exclusively to a first master's degree, and 40% of cost of graduate course that are part of a preapproved master's degree (beyond the first master's degree) or graduate program approved by the Superintendent subject to the following guidelines and limitations:

- a. a Bargaining Unit Member shall be limited to an allowance of 12 annual credits each school year, July 1st through June 30th

- b. Total annual amount of tuition reimbursement monies available for the entire bargaining unit will be capped at \$500,000 annually and will be distributed on a first come first served basis.
- c. The per credit reimbursement shall be limited to West Chester University graduate rate in effect as of the time of reimbursement.
- d. All credits shall be earned at an accredited college or university.
- e. Courses must be completed with a grade of "B" or better.
- f. No reimbursement for credits subsidized by other source. No reimbursement for travel to and from course work destinations.

9.062 All past practices with regard to tuition reimbursement and/or course approval prior to the settlement of this contract are null and void.

9.063 Reimbursement for the cost of graduate courses for part-time Bargaining Unit Members is on a pro-rata basis.

9.064 Board appointed long-term substitutes are not eligible for tuition reimbursement.

9.065 At the sole discretion of the Board, the District may request the Bargaining Unit Member to expand their teaching area in science, mathematics, and computers. College approved programs must be submitted to and pre-approved by the Director of Human Resources. Reimbursement is one hundred percent (100%) of the course credit cost. The Bargaining Unit Member shall agree to stay in the District for two (2) years after completion of the program, or reimburse the District at the appropriate differential rate determined by the Bargaining Unit Member's assigned teaching field.

9.07 Changes in Preparation Level

9.071 Advancement on the salary schedule will be approved upon satisfactory completion of the necessary graduate credits by September 1 of each year under the following conditions:

- a. A Bargaining Unit Member shall inform the District in writing, prior to the preceding June 1, that the Bargaining Unit Member will attain the necessary credits by September 1 of the next school year.
- b. A Bargaining Unit Member shall inform the District in writing upon completion of the necessary credits and provide the District with a copy of a transcript from the graduate school attended.

- c. The graduate courses must be completed with a grade "B" or better.
- d. Movement will occur in the first teacher pay of the school year if transcripts for all applicable credits are received in the HR department by June 30 of the preceding year.
- e. Movement will occur in the sixth teacher pay of the school year if transcripts for all applicable credits are received in the HR department by October 1. Any salary adjustments for level change will be made retroactive to July 1.
- f. If transcripts for applicable credits are not received until after October 1st, these adjustments will be processed and movement will occur as they are received. However, due to the payroll processing schedule the change may not be reflected in the next pay period after which the transcripts were received in HR. The adjustment would be processed in the subsequent pay period. Salary adjustments for level change will be made retroactive to July 1.

9.072 Effective July 1, 2009, for purposes of advancement on the salary chart any course for post Master Degree credit must begin either after the Bargaining Unit Member's Master's Degree is conferred by the university or after the District is in receipt from the Bargaining Unit Member the official notification from the university all requirements for the degree have been fulfilled. Such official notification from the university must contain all of the following:

- a. A completion date (day/month/year) for the completion of the course requirements
- b. An official, dated (day/ month/ year) transcript of the grades for the courses
- c. The date (day, month, year) on which the degree is scheduled to be conferred officially (Graduation)

If all of the above requirements are met, the District will use the date of completion as stated on the transcript as the date on which the District considers that the Bargaining Unit Member has received the Master's Degree. Coursework after that date will be calculated as hours above and beyond the Master's Degree.

9.073 A previously approved college/university listing shall be maintained by the Director of Human Resources and the Association President. Credits must be on the graduate level unless written pre-approval to the contrary is granted by the District Superintendent or designee and credits must be

earned at an accredited college or university. Courses completed prior to 6/30/2017 will be allowed for horizontal movement.

9.08 Mileage Reimbursement

Bargaining Unit Members will be reimbursed at the rate, whichever is higher, of the current IRS rate or the rate paid to other District employees for use of their personal transportation, provided it is pre-approved. A final detailed account of expenses, including receipts, must be presented for reimbursement.

9.09 Conclusion of Service Pay for Pensioners

Effective for Bargaining Unit Members who retire on or after the date of this Agreement, who retire under the provision of the Pennsylvania School Employees' Retirement System and who have taught continuously (except in cases of approved leave) in the District for fifteen (15) or more years of service will be entitled to elect between the following benefits: (1) Two Hundred Dollars (\$200.00) per year for each year taught in the District; or (2) a payment based upon the number of unused but accrued sick days and unused but accrued personal days.

The payment would become an "early notification rate" in the event the District receives a notification from the Bargaining Unit Member on or before April 1st of the school year immediately preceding the end of the school year when the Bargaining Unit Member intends to retire based upon the schedule set forth below:

<u>Number of Accrued Sick/ Personal Days</u>	<u>Daily Rate</u>	<u>Early Notification Rate</u>
1-100	\$45.00	\$60.00
101-200	\$55.00	\$70.00
201+	\$65.00	\$80.00

Bargaining Unit members who intend to retire prior to the end of a school year must inform the District prior to prior to April 1st of the preceding school year in order to be eligible for the "early notification rate".

Pay for pensioners for each year employed as a part-time Bargaining Unit Member will be established on a pro-rata basis.

All District contributions for Conclusion of Service Pay shall be made into 403(b) accounts established for each eligible Bargaining Unit Member with a vendor on the District's 403(b) approved vendor list, who shall be exclusively responsible for administering this program.

9.10 National Board for Professional Teaching Standards Certification

9.101 Bargaining Unit Members who seek National Board certification are eligible for up to \$2,300 toward the registration/course fee. In the event a Bargaining Unit Member fails to complete the certification in a two (2) year period of time, the Bargaining Unit Member will pay the District fifty percent (50%) of the registration/course fee advanced by the District. Total annual amount of National Board registration/course fee monies available for the entire bargaining unit will be capped at \$2,300 annually and will be distributed on a first come first served basis.

9.102 Bargaining Unit Members who: (1) successfully complete National Board certification; (2) continue to maintain such certification; and (3) provide appropriate evidence thereto to the District Administration will be entitled to bonuses that would be paid only if the Bargaining Unit Member successfully completes a full year of active service with the District in the last pay due the Bargaining Unit Member which shall not be included in base salary for future increase purposes in the amount of \$2,000.00 per year for a period of three (3) years following such successful completion. Bargaining Unit Members will not be entitled to any bonus payments in a year that they are on a leave of absence, leave for professional development, sabbatical leave, sick leave or in the event they are no longer working for the School District for any reason.

9.11 Pay for Time Not Worked

All approved paid leaves are on a pro-rata basis.

a. Sick Leave

Sick leave shall be governed by Section 1154 of the School Code.

Bargaining Unit Members shall be permitted to use up to five (5) of their accrued sick days per contract year for care of an immediate family member. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law. Included within the immediate family is any near relative who resides in the same household.

Part-time Bargaining Unit Members are eligible for ten (10) sick days per year based on time worked. Any untaken sick leave is converted to full-time equivalent if the Bargaining Unit Member is converted to full-time or vice versa.

Bargaining Unit Members teaching in summer school who are absent due to personal illness or family quarantine, may use one (1) day of the total amount of sick days accumulated from prior years. If the Bargaining Unit

Member requests to be paid for time lost, one (1) full day will be charged against the total sick days accumulated for any full day or fractional day of absence.

b. Personal Leave Days

Each Bargaining Unit Member will be granted two (2) days of absence for personal leave upon the Bargaining Unit Member's request, without loss of pay or charged against sick leave, subject to the following conditions:

1. For a one (1) day leave, the Bargaining Unit Member must inform the building administrator in writing and obtain approval twenty-four (24) hours in advance, except in cases of emergency, of the date(s) desired.
2. Personal leave days may be accumulated. A maximum of five (5) personal days may be taken in one (1) school year. For three (3), four (4), or five (5) consecutive days of absence, the Bargaining Unit Member must inform the building administrator in writing and receive approval two (2) weeks in advance. All other conditions of 9.11 shall remain in effect.
3. Personal leave may not be taken at the following times:
 - (a) On the first or last student day as per the board approved school calendar.
 - (b) At any time which would extend a board approved school vacation period as scheduled in the school calendar (e.g. winter vacation, spring vacation and summer vacation).
4. Exceptions to 9.11b(3) are:
 - (a) Dependent graduation from high school, college and/or other advanced schooling
 - (b) Dependent move-in day for college or advanced schooling
 - (c) Extraordinary circumstances, to be determined by the discretion of the Director of Human Resources.

The decision of the Director of Human Resources is final and cannot be disputed. Documentation may be required to verify an extraordinary circumstance and should be presented to the Director of Human Resources upon request.

4. The approval of Bargaining Unit Members requesting personal leave shall be based on rank order of submission date and the total approval shall not exceed seven percent (7%) with a minimum of two (2) members per school of the total teaching staff on each eligible day.
5. In any school year, a maximum of two (2) unused personal days may be credited to each Bargaining Unit Member's salary in the amount equal to the prevailing substitute salary, on a per diem basis, and issued at the conclusion of the school year. Such payments will not become part of the base salary. Time cards must be submitted by May 15. Request for rescinding payment may be submitted on an emergency basis only.

c. Death of Member of Immediate Family

Each Bargaining Unit Member may be granted up to five (5) days of absence, without loss of pay, for death in the immediate family. Immediate family will be defined as spouse, children, grandchildren, mother, father, sister, brother, mother-in-law, father-in-law, any step-parents or any step-children.

The legal requirement for bereavement leave for a Bargaining Unit Member is three (3) days without loss of salary in event of death of a member of the immediate family and leave on the day of the funeral in the event of the death of a near relative.

The three (3) days, authorized by law for death in the immediate family are intended to cover the period of time from the date of death through the day of the funeral. Administrators will use the legal requirements as the basic guide in granting leaves for bereavement. They may authorize the two (2) extra days in instances where (1) the Bargaining Unit Member must travel a long distance to attend the funeral (2) the Bargaining Unit Member is the person who must make arrangements for the funeral (3) the Bargaining Unit Member's personal loss is such that the maximum amount of leave is justified; or (4) where there are other extenuating circumstances related to the death which justify the full amount of leave.

d. Death of Very Close Friend or Relative

Each Bargaining Unit Member may be granted one (1) day of absence, without loss of pay, to attend the funeral of a very close friend or relative.

e. Religious Obligations

If a Bargaining Unit Member verifies that two (2) personal leave days in any

contract year were used specifically for religious obligations during the work day, said Bargaining Unit Member shall be granted one (1) additional personal leave day.

f. Military Leave

Each Bargaining Unit Member shall be granted military leave in conformity with the provision of the school laws of Pennsylvania.

g. Military Training

Each Bargaining Unit Member who is in a military reserve program shall be granted a leave of absence from their assigned duties without loss of pay, time, and/or benefits, for up to fifteen (15) days in any one (1) year, upon presentation of military reserve training orders.

h. Jury Duty or Witness in Court

1. Each Bargaining Unit Member who is summoned to serve as a juror or is subpoenaed as a witness shall be entitled to differential pay equal to the difference received, if any, and the Bargaining Unit Member's regular pay.
2. The foregoing provision is not applicable to voluntary appearances.

i. Maternity Leave

Any Bargaining Unit Member whose disability is caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery, is entitled to use accumulated sick leave in the same manner as a Bargaining Unit Member entitled to use sick leave as a result of any other temporary illness or disability.

The Bargaining Unit Member is expected to provide the Administration with reasonable advanced notice of the anticipated last work day to facilitate planning.

The administration may require the Bargaining Unit Member to be examined by its own physician or require a physician's statement verifying ability or inability to perform her duties. Where the administration requires a medical opinion other than the individual's personal physician, the cost will be paid by the District.

j. Childrearing (personal) Leave

1. A written request must be submitted sixty (60) days before the leave is to begin. For an adoptive parent, the written request must be submitted when the adoption papers are approved by the adoption agency.
 2. Maximum length for leave is one (1) year from date of childbirth or custody of an adopted infant.
 3. The Bargaining Unit Member on leave is not considered in regular full-time attendance and, except for seniority for layoff purposes only, does not accrue service or credit for benefits and other privileges.
 4. Past service and benefits earned prior to the beginning of the leave will be restored to the Bargaining Unit Member upon return to duty after the leave.
 5. The Bargaining Unit Member must give thirty (30) days written notice to the Director of Human Resources of that Bargaining Unit Member's intent to return to work.
 6. The Bargaining Unit Member will be assigned to the previously held position or, if not available, to one substantially equivalent.
- k. In addition to the above, upon application, the Board may grant leaves of absence with or without pay at its sole discretion.

l. Sabbatical Leave

Sabbatical Leave and Sabbatical Leave for Professional Development shall be granted in compliance with the School Code of Pennsylvania. Applications must be submitted at least ninety (90) days prior to the date the requested leave would start, except for leaves requested for health reasons. The District will normally respond in writing within sixty (60) days of receipt of the application.

Bargaining Unit Members granted sabbatical leave will continue to be covered by the District's employee benefits as specified in Article IX.

m. Family and Medical Leave Act

The parties agree to comply with the requirements of the Family and Medical Leave Act of 1993 (FMLA). Neither the District nor the employees waive the right to exercise any prerogative or right under the Act.

If both spouses are employed by the District each employee shall be entitled

to FMLA rights.

A year for FMLA purposes shall be deemed to begin September 1 of each year and end August 31.

n. Sick Leave Bank

The parties agree to continue the sick leave bank consistent with the guidelines established by the parties.

ARTICLE X
STRIKES AND LOCKOUTS

10.01 During the term of this Agreement there shall be no strikes, stoppages of work or any other interferences with the education process by the Association or the Bargaining Unit Members. The District agrees there will be no lockouts.

ARTICLE XI
WAGE SETTLEMENTS

11.01

Year 1 (2022-2023): Effective July 1, 2022, each Bargaining Unit Member will be paid per the Salary Schedule in Addendum A. Bargaining Unit Members will remain on the step they were on during the 2021-2022 school year.

Year 2 (2023-2024): Effective July 1, 2023, each Bargaining Unit Member will be paid per the Salary Schedule in Addendum B. Step movement occurs.

Year 3 (2024-2025): Effective July 1, 2024, each Bargaining Unit Member will be paid per the Salary Schedule in Addendum C. Step movement occurs.

Year 4 (2025-2026): Effective July 1, 2025, each Bargaining Unit Member will be paid per the Salary Schedule in Addendum D. Step movement occurs.

Year 5 (2026-2027): Effective July 1, 2026, each Bargaining Unit Member will be paid per the Salary Schedule in Addendum E. Step movement occurs.

11.02 Any Bargaining Unit Member who is employed for at least fifty percent (50%) of the work year will advance one (1) step on the attached salary schedules, as applicable and consistent with the compensation terms in 11.01 for the length of this contract.

11.03 Newly Hired Bargaining Unit Members shall not be paid more than the District Bargaining Unit Members with the same experience.

11.04 All Bargaining Unit Members will be placed on these five (5) salary schedules for the length of this contract.

11.05 It is mutually agreed that there shall be no movement on the salary guide at the conclusion of the contract and salaries shall remain unchanged until a successor agreement is reached unless contrary to law.

11.06 Supplemental contracts payments will be made according to appropriate Addendum based on the contract year. Application for supplemental contracts will be as follows:

A. Each principal is responsible for selecting bargaining unit members to fill supplemental contracts in their school.

B. To ensure the staff that they have an equal opportunity for acquiring these contracts, the procedures for selection are as follows:

1. The principal will provide bargaining unit members with a list of all supplemental contracts for their school by January 15 for fall sport supplemental contracts, April 1 for winter sport supplemental contracts, and June 1 for spring supplemental contracts. Full year supplemental contracts will follow spring supplemental timeline.
2. Interested bargaining unit members will make their intentions known to their principals, in writing, by Feb 15 (fall sport supplemental contracts), May 1 (winter support supplemental contracts), June 15 (spring sport supplemental contracts and year-long non-sport supplemental contracts).
3. Principals will post proposed flexible supplementals positions for ten (10) days. The principal will notify the staff and will seek applicants to fill the position. Principals will make their selections no later than ten (10) calendar days after the posting is closed.
4. Principals will make their selections no later than 30 calendar days. (Appointments will be made by one (1) year only).
5. Whenever a vacancy in a supplemental contract occurs during the school year, the principal will notify the staff within ten (10) days and will seek applicants to fill the position.
6. Normally, supplemental contracts in a specific school will be filled by staff assigned to that school. If a vacancy cannot be filled because there is a lack of interest or expertise, the principal will contact the Director of Human Resources who will be responsible for informing the other principals of the vacancy. It is the desire to fill

supplemental positions with WCAEA Members. Preference shall be given to those bargaining unit members; however, the Administration shall fill the positions based on the experience and interest of all applicants.

7. Supplemental contracts can only be split if members initiate the request and administration is in agreement. Administrators cannot unilaterally split contracts or ask members to split contracts.
- C. Coaches moving from an assistant to a head coaching position in the same or a similar sport as determined within the discretion of the Board (i.e. baseball to softball within the District) will be granted one step for every three (3) years of assistant experience. Under no circumstance shall a coach going from an assistant to a head coaching position in the same or similar sport as determined by the Board receive a reduction in pay, and when necessary may be placed on the next higher step.
- D. Where the District determines a supplemental contract activity requires an additional position to be added, the District will use the following criteria:
1. For any supplemental that involves the direct supervision of students, an assistant position will be added for every 50 students involved in the supplemental (If an assistant is not already allocated).
 2. For activities which already include an assistant, the District will add additional supplemental contracts using the same number of cost units as the assistant position.
 3. For activities which do not include an assistant, the District will add additional supplemental contracts using $\frac{1}{2}$ the number of cost units (rounded) as the activity lead position.

11.07 When a Long Term Substitute is hired as a permanent teacher, they will be given credit for each year of service that they were an LTS in the WCASD as long as they worked as an LTS for more than 50% of the year. They should be placed on a step equal to or higher than a permanent teacher who has the same years of service.

ARTICLE XII **TEACHER'S RIGHTS**

12.01 No Bargaining Unit Member shall be disciplined, reduced in rank or compensation, or deprived of any professional advantage without just cause.

Non-tenured Bargaining Unit Members shall not be covered by this provision until they complete one (1) full calendar year of service.

A. Whenever any Bargaining Unit Member is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that Bargaining Unit Member's office, position, or employment, that Bargaining Unit Member shall be entitled to have a representative present for advice.

B. Whenever any Bargaining Unit Member is required to appear before any administrator concerning a reduction in compensation, contemplated disciplinary action, or possible termination of employment, that Bargaining Unit Member shall be entitled to have a representative present for advice.

12.02 Upon request, a Bargaining Unit Member may inspect the contents of that Bargaining Unit Member's personnel file, except for confidential letters of reference such as pre-employment information, in the presence of the Superintendent, building administrator, or designee.

The Bargaining Unit Member shall have the right to file an answer to any materials that the Bargaining Unit Member regards as derogatory and such answer shall become part of the Bargaining Unit Member's personnel file.

12.03 The parties recognize that the assignment, transfer, and promotion of personnel is a management function, vested exclusively in the Board and that nothing in this Agreement shall be construed to derogate from the power and responsibility of the Board in regard to such matters. However, transfers, where practical, will be made on a voluntary basis. When an involuntary transfer or reassignment is necessary, the Bargaining Unit Member so affected may request and shall be granted a conference with the Superintendent or designee concerning the need for such change. Normally, the Bargaining Unit Member to be involuntarily transferred shall be notified by June 1 of the school year prior to the transfer.

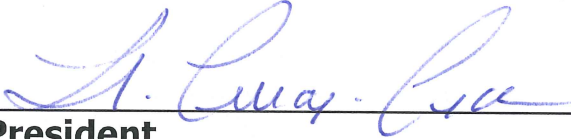
12.04 Bargaining Unit Members may apply for voluntary reassignment and/or transfer. Such requests will be made in writing to the Director of Human Resources, stating the grade and/or subject desired and the school or schools to which the Bargaining Unit Member desires to be transferred. Said written application will be valid for one (1) calendar year only and shall not be the basis for any transfer exceeding that time period.

Such requests for transfer will be considered when scheduling is made but this consideration is not intended to limit the flexibility of the administration.

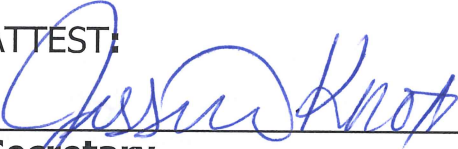
ARTICLE XIII **TERMINATION**

- 13.01 This Agreement shall become effective on the first day of July, 2022 (unless otherwise indicated), and continue in full force and effect until June 30, 2027.
- 13.02 This Agreement shall remain in effect thereafter from year to year upon the same terms and conditions as are herein contained unless sixty (60) days written notice of intention to terminate or modify is given prior to termination of any current contract by either party or the other.
- 13.03 This Agreement supersedes and cancels all previous understanding, verbal or written, between parties and constitutes the entire collective bargaining agreement between the parties. It concludes all collective bargaining negotiations as provided in Section 701 of Act 195 for the term of this Agreement.
- 13.04 This Agreement will not, in any way, restrict the right of the Association to bring to the employer on a meet and discuss basis other policy matters affecting wages, hours, terms or conditions of employment as well as the impact thereon for discussion under Sections 301 (17) and 702 of Act 195.
- 13.05 In witness whereof, the parties hereto by their respective officers who are duly authorized to act on behalf of their principals have executed this Agreement in accordance with Sections 101 and 701 of the Public Employee Relations Act (Act 195).

WEST CHESTER AREA EDUCATION ASSOCIATION

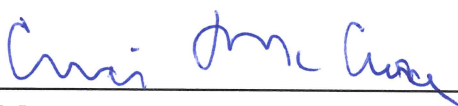


President

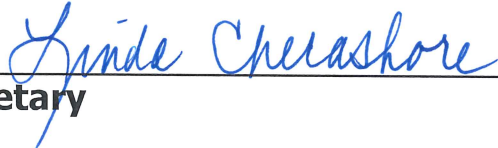
ATTEST:


Secretary

WEST CHESTER AREA SCHOOL DISTRICT BOARD OF EDUCATION



President

ATTEST:


Secretary

ADDENDUM A

Year 1 (2022-2023) SALARY SCHEDULE

Step	Steps to Top	BS	BS+12	BS+24	ME	MS	MS+15	MS+30	MS+45	MS+60	DOC
LTS	--	\$49,087	--	--	--	--	--	--	--	--	--
1	14	\$51,670	\$52,880	\$54,090	\$55,278	\$58,104	\$59,930	\$61,756	\$63,582	\$65,408	\$67,234
2	13	\$54,468	\$55,678	\$56,888	\$58,076	\$61,018	\$62,844	\$64,670	\$66,496	\$68,322	\$70,148
3	12	\$55,352	\$56,562	\$57,772	\$58,960	\$62,018	\$63,844	\$65,670	\$67,496	\$69,322	\$71,148
4	11	\$56,236	\$57,446	\$58,656	\$59,844	\$63,018	\$64,844	\$66,670	\$68,496	\$70,322	\$72,148
5	10	\$57,120	\$58,330	\$59,540	\$60,728	\$64,018	\$65,844	\$67,670	\$69,496	\$71,322	\$73,148
6	9	\$58,004	\$59,214	\$60,424	\$61,612	\$65,018	\$66,844	\$68,670	\$70,496	\$72,322	\$74,148
7	8	\$58,888	\$60,098	\$61,308	\$62,496	\$66,018	\$67,844	\$69,670	\$71,496	\$73,322	\$75,148
8	7	\$60,062	\$61,272	\$62,482	\$63,670	\$67,308	\$69,134	\$70,960	\$72,786	\$74,612	\$76,438
9	6	\$61,120	\$62,330	\$63,540	\$64,728	\$68,656	\$70,482	\$72,308	\$74,134	\$75,960	\$77,786
10	5	\$63,772	\$64,982	\$66,192	\$67,380	\$71,308	\$73,134	\$74,960	\$76,786	\$78,612	\$80,438
11	4	\$67,468	\$68,678	\$69,888	\$71,076	\$75,062	\$76,888	\$78,714	\$80,540	\$82,366	\$84,192
12	3	\$72,012	\$73,222	\$74,432	\$75,620	\$79,316	\$81,142	\$82,968	\$84,794	\$86,620	\$88,446
13	2	\$76,722	\$77,932	\$79,142	\$80,330	\$84,316	\$86,142	\$87,968	\$89,794	\$91,620	\$93,446
14	1	\$82,476	\$83,686	\$84,896	\$86,084	\$90,012	\$91,838	\$93,664	\$95,490	\$97,316	\$99,142
15	--	\$89,622	\$90,832	\$92,042	\$93,230	\$96,636	\$98,520	\$100,346	\$102,172	\$103,998	\$105,824

ADDENDUM B

Year 2 (2023-2024) Salary Schedule

Step	Steps to Top	BS	BS+12	BS+24	ME	MS	MS+15	MS+30	MS+45	MS+60	DOC
LTS	--	\$50,561	--	--	--	--	--	--	--	--	--
1	14	\$53,223	\$54,490	\$55,758	\$57,107	\$59,967	\$61,828	\$63,688	\$65,549	\$67,409	\$69,270
2	13	\$55,664	\$56,932	\$58,199	\$59,548	\$62,502	\$64,362	\$66,223	\$68,083	\$69,944	\$71,804
3	12	\$56,571	\$57,839	\$59,106	\$60,455	\$63,502	\$65,362	\$67,223	\$69,083	\$70,944	\$72,804
4	11	\$57,478	\$58,746	\$60,013	\$61,362	\$64,502	\$66,362	\$68,223	\$70,083	\$71,944	\$73,804
5	10	\$58,385	\$59,653	\$60,920	\$62,269	\$65,502	\$67,362	\$69,223	\$71,083	\$72,944	\$74,804
6	9	\$59,292	\$60,560	\$61,827	\$63,176	\$66,502	\$68,362	\$70,223	\$72,083	\$73,944	\$75,804
7	8	\$60,199	\$61,467	\$62,734	\$64,083	\$67,502	\$69,362	\$71,223	\$73,083	\$74,944	\$76,804
8	7	\$61,339	\$62,606	\$63,874	\$65,223	\$68,734	\$70,595	\$72,455	\$74,316	\$76,176	\$78,037
9	6	\$62,385	\$63,653	\$64,920	\$66,269	\$70,013	\$71,874	\$73,734	\$75,595	\$77,455	\$79,316
10	5	\$65,106	\$66,374	\$67,641	\$68,990	\$72,734	\$74,595	\$76,455	\$78,316	\$80,176	\$82,037
11	4	\$68,664	\$69,932	\$71,199	\$72,548	\$76,339	\$78,199	\$80,060	\$81,920	\$83,781	\$85,641
12	3	\$73,001	\$74,269	\$75,536	\$76,885	\$80,443	\$82,304	\$84,164	\$86,025	\$87,885	\$89,746
13	2	\$77,769	\$79,036	\$80,304	\$81,653	\$85,443	\$87,304	\$89,164	\$91,025	\$92,885	\$94,746
14	1	\$83,373	\$84,641	\$85,908	\$87,257	\$91,001	\$92,862	\$94,722	\$96,583	\$98,443	\$100,304
15	--	\$90,094	\$91,361	\$92,629	\$93,978	\$97,303	\$99,210	\$101,071	\$102,931	\$104,792	\$106,652

ADDENDUM C

Year 3 (2024-2025) Salary Schedule

Step	Steps to Top	BS	BS+12	BS+24	ME	MS	MS+15	MS+30	MS+45	MS+60	DOC
LTS	--	\$52,357	--	--	--	--	--	--	--	--	--
1	14	\$55,113	\$56,450	\$57,788	\$59,333	\$62,235	\$64,138	\$66,040	\$67,943	\$69,845	\$71,748
2	13	\$57,120	\$58,458	\$59,795	\$61,340	\$64,308	\$66,210	\$68,113	\$70,015	\$71,918	\$73,820
3	12	\$58,055	\$59,393	\$60,730	\$62,275	\$65,308	\$67,210	\$69,113	\$71,015	\$72,918	\$74,820
4	11	\$58,990	\$60,328	\$61,665	\$63,210	\$66,308	\$68,210	\$70,113	\$72,015	\$73,918	\$75,820
5	10	\$59,925	\$61,263	\$62,600	\$64,145	\$67,308	\$69,210	\$71,113	\$73,015	\$74,918	\$76,820
6	9	\$60,860	\$62,198	\$63,535	\$65,080	\$68,308	\$70,210	\$72,113	\$74,015	\$75,918	\$77,820
7	8	\$61,795	\$63,133	\$64,470	\$66,015	\$69,308	\$71,210	\$73,113	\$75,015	\$76,918	\$78,820
8	7	\$62,893	\$64,230	\$65,568	\$67,113	\$70,470	\$72,373	\$74,275	\$76,178	\$78,080	\$79,983
9	6	\$63,925	\$65,263	\$66,600	\$68,145	\$71,665	\$73,568	\$75,470	\$77,373	\$79,275	\$81,178
10	5	\$66,730	\$68,068	\$69,405	\$70,950	\$74,470	\$76,373	\$78,275	\$80,178	\$82,080	\$83,983
11	4	\$70,120	\$71,458	\$72,795	\$74,340	\$77,893	\$79,795	\$81,698	\$83,600	\$85,503	\$87,405
12	3	\$74,205	\$75,543	\$76,880	\$78,425	\$81,815	\$83,718	\$85,620	\$87,523	\$89,425	\$91,328
13	2	\$79,043	\$80,380	\$81,718	\$83,263	\$86,815	\$88,718	\$90,620	\$92,523	\$94,425	\$96,328
14	1	\$84,465	\$85,803	\$87,140	\$88,685	\$92,205	\$94,108	\$96,010	\$97,913	\$99,815	\$101,718
15	--	\$90,668	\$92,005	\$93,343	\$94,888	\$98,115	\$100,050	\$101,953	\$103,855	\$105,758	\$107,660

ADDENDUM D

Year 4 (2025-2026) Salary Schedule

Step	Steps to Top	BS	BS+12	BS+24	ME	MS	MS+15	MS+30	MS+45	MS+60	DOC
LTS	--	\$54,345	--	--	--	--	--	--	--	--	--
1	14	\$57,205	\$58,620	\$60,035	\$61,797	\$64,746	\$66,695	\$68,644	\$70,593	\$72,542	\$74,491
2	13	\$58,732	\$60,147	\$61,562	\$63,324	\$66,307	\$68,256	\$70,205	\$72,154	\$74,103	\$76,052
3	12	\$59,698	\$61,113	\$62,528	\$64,290	\$67,307	\$69,256	\$71,205	\$73,154	\$75,103	\$77,052
4	11	\$60,664	\$62,079	\$63,494	\$65,256	\$68,307	\$70,256	\$72,205	\$74,154	\$76,103	\$78,052
5	10	\$61,630	\$63,045	\$64,460	\$66,222	\$69,307	\$71,256	\$73,205	\$75,154	\$77,103	\$79,052
6	9	\$62,596	\$64,011	\$65,426	\$67,188	\$70,307	\$72,256	\$74,205	\$76,154	\$78,103	\$80,052
7	8	\$63,562	\$64,977	\$66,392	\$68,154	\$71,307	\$73,256	\$75,205	\$77,154	\$79,103	\$81,052
8	7	\$64,613	\$66,028	\$67,443	\$69,205	\$72,392	\$74,341	\$76,290	\$78,239	\$80,188	\$82,137
9	6	\$65,630	\$67,045	\$68,460	\$70,222	\$73,494	\$75,443	\$77,392	\$79,341	\$81,290	\$83,239
10	5	\$68,528	\$69,943	\$71,358	\$73,120	\$76,392	\$78,341	\$80,290	\$82,239	\$84,188	\$86,137
11	4	\$71,732	\$73,147	\$74,562	\$76,324	\$79,613	\$81,562	\$83,511	\$85,460	\$87,409	\$89,358
12	3	\$75,538	\$76,953	\$78,368	\$80,130	\$83,334	\$85,283	\$87,232	\$89,181	\$91,130	\$93,079
13	2	\$80,453	\$81,868	\$83,283	\$85,045	\$88,334	\$90,283	\$92,232	\$94,181	\$96,130	\$98,079
14	1	\$85,674	\$87,089	\$88,504	\$90,266	\$93,538	\$95,487	\$97,436	\$99,385	\$101,334	\$103,283
15	--	\$91,303	\$92,718	\$94,133	\$95,895	\$99,014	\$100,980	\$102,929	\$104,878	\$106,827	\$108,776

ADDENDUM E

Year 5 (2026-2027) Salary Schedule

Step	Steps to Top	BS	BS+12	BS+24	ME	MS	MS+15	MS+30	MS+45	MS+60	DOC
LTS	--	\$56,525	--	--	--	--	--	--	--	--	--
1	14	\$59,500	\$61,000	\$62,500	\$64,500	\$67,500	\$69,500	\$71,500	\$73,500	\$75,500	\$77,500
2	13	\$60,500	\$62,000	\$63,500	\$65,500	\$68,500	\$70,500	\$72,500	\$74,500	\$76,500	\$78,500
3	12	\$61,500	\$63,000	\$64,500	\$66,500	\$69,500	\$71,500	\$73,500	\$75,500	\$77,500	\$79,500
4	11	\$62,500	\$64,000	\$65,500	\$67,500	\$70,500	\$72,500	\$74,500	\$76,500	\$78,500	\$80,500
5	10	\$63,500	\$65,000	\$66,500	\$68,500	\$71,500	\$73,500	\$75,500	\$77,500	\$79,500	\$81,500
6	9	\$64,500	\$66,000	\$67,500	\$69,500	\$72,500	\$74,500	\$76,500	\$78,500	\$80,500	\$82,500
7	8	\$65,500	\$67,000	\$68,500	\$70,500	\$73,500	\$75,500	\$77,500	\$79,500	\$81,500	\$83,500
8	7	\$66,500	\$68,000	\$69,500	\$71,500	\$74,500	\$76,500	\$78,500	\$80,500	\$82,500	\$84,500
9	6	\$67,500	\$69,000	\$70,500	\$72,500	\$75,500	\$77,500	\$79,500	\$81,500	\$83,500	\$85,500
10	5	\$70,500	\$72,000	\$73,500	\$75,500	\$78,500	\$80,500	\$82,500	\$84,500	\$86,500	\$88,500
11	4	\$73,500	\$75,000	\$76,500	\$78,500	\$81,500	\$83,500	\$85,500	\$87,500	\$89,500	\$91,500
12	3	\$77,000	\$78,500	\$80,000	\$82,000	\$85,000	\$87,000	\$89,000	\$91,000	\$93,000	\$95,000
13	2	\$82,000	\$83,500	\$85,000	\$87,000	\$90,000	\$92,000	\$94,000	\$96,000	\$98,000	\$100,000
14	1	\$87,000	\$88,500	\$90,000	\$92,000	\$95,000	\$97,000	\$99,000	\$101,000	\$103,000	\$105,000
15	--	\$92,000	\$93,500	\$95,000	\$97,000	\$100,000	\$102,000	\$104,000	\$106,000	\$108,000	\$110,000

ADDENDUM F

Unless otherwise noted, supplemental contracts will be paid based upon years of experience and the number of cost units for each position as shown in the chart below.

Year	Salary per Cost Unit
1-2	\$308
3-4	\$315
5-6	\$324
7-8	\$368
9-10	\$381
11-12	\$406
13-14	\$431
15+	\$460

CONTRACT – ELEMENTARY

Cost Units

Bus Duty (<i>See Note A</i>)	
District Honors Band	9
District Honors Chorus	9
District Honors Orchestra	9
Equity Advocate	9
Flexible Supplemental Position (<i>See Note b</i>)	9
Grade Level Leader (6 per school; K-5)	3
Head Teacher	16
Intramurals, After School (<i>See Note C</i>)	9
Math Advocate	9
Proactive Support Coordinator	7
Science Advocate	9
School Band (<i>5 Positions in District</i>)	4
School Chorus & Musical (<i>10 Positions in District</i>)	2
School Orchestra (<i>5 Positions in District</i>)	4
Technology Advocate	9
Translator Services (<i>See Note D</i>)	

NOTES:

- A. Bus Contracts – - Bargaining Unit Members who are required to work before or after the normal school day in their school will be paid at the hourly rate of a starting teacher with a BS degree. Normally, one teacher will be assigned to supervise 35 students. For the duration of this contract, the rate will be the curriculum rate.
- B. Flexible Supplemental: Requires administrative approval, cost units will be based on administrative discretion in accordance with flexible supplemental point system in Addendum I. The number of cost units listed represents the total allocation for each school.

- C. Bargaining Unit Members awarded intramurals in two (2) Elementary Schools will be paid one (1) additional unit if required to plan, organize and run a program in two (2) schools. Some Schools may have a partial contract in intramurals because of the amount of time expended.

- D. Translator Services: Compensation to be paid at curriculum rate. No employee may collect any fee for translating while working during the contracted day. Fees may only be collected on a teacher's non-teaching schedule, including before school, after school, planning period, or lunch. Translation services are not considered "duties", and must not be treated as such. Administration cannot remove teachers from class to translate. The decision to offer translation services must be a mutually agreed upon arrangement.

ADDENDUM G

Unless otherwise noted, supplemental contracts will be paid based upon years of experience and the number of cost units for each position as shown in the chart below.

Year	Salary per Cost Unit
1-2	\$308
3-4	\$315
5-6	\$324
7-8	\$368
9-10	\$381
11-12	\$406
13-14	\$431
15+	\$460

CONTRACT – MIDDLE SCHOOLS

Cost Units

NON-ATHLETIC ACTIVITIES

Bus Duty (<i>See Note A</i>)	
Best Buddies Sponsor	7
District Honors Band	9
District Honors Chorus	9
District Select Strings	9
Dramatics Sponsor (2)	7
Dramatics Sponsor, Asst.	6
Equity Advocate	9
Flexible Supplemental Position (<i>See Note B</i>)	18
Lighting and Sound Technician	6
Math Counts	6
Newspaper, Sponsor	8
School Jazz Band	3
Science Olympiad	9
Student Activity Advisors	8
Subject Chairperson (<i>See Note C</i>)	
Team Leaders (<i>See Note D</i>)	4
Technology Advocate (2)	9
Translator Services (<i>See Note E</i>)	
Yearbook, Sponsor	7

CONTRACT – MIDDLE SCHOOLS

Cost

Units

ATHLETICS ACTIVITIES –7TH AND 8TH

GRADES

Baseball, Head Coach	9
Baseball, Assistant Coach	7
Basketball, Head Coach (2)	8
Basketball, Assistant Coach (2)	7
Athletic Manager (<i>See Note F</i>)	36
Football, Head Coach	11
Football, Assistant Coach (3)	9
Field Hockey, Head Coach	9
Field Hockey, Assistant Coach	7
Lacrosse, Head Coach	9
Lacrosse, Assistant Coach	7
Soccer, Head Coach (2)	9
Soccer, Assistant Coach (2)	7
Softball, Head Coach	9
Softball, Assistant Coach	7
Co-ed Track, Head Coach	9
Co-ed Track, Assistant Coach (3)	8
Girl's Volleyball, Head Coach	8
Girl's Volleyball, Assistant Coach	7
Wrestling, Head Coach	10
Wrestling, Assistant Coach	8
X Country, Head Coach (Co-ed)	8

ATHLETIC ACTIVITIES – 6TH GRADE

Fall Intramural (2)	3
Winter Intramural (3)	3
Spring Intramural (3)	3

NOTES:

- A. Bus Contracts – Bargaining Unit Members who are required to work before or after the normal school day in their school will be paid at the hourly rate of a starting teacher with a BS degree. Normally, one teacher will be assigned to supervise 35 students. For the duration of this contract, the rate will be the curriculum rate.
- B. Flexible Supplemental: Requires administrative approval, cost units will be based on administrative discretion in accordance with flexible supplemental point system in Addendum I. The number of cost units listed represents the total allocation for each school.
- C. Subject Chairperson – Base of \$3,100, plus \$45 for each teacher supervised 1-16 Max First Year; \$57 for each teacher supervised 1-16 Max Second Year; \$64 for each teacher supervised 1-16 Max Third Year. The following subjects are included as subject chairpersons: Language Arts, Math, Science, Social Studies, Special Education, Unified Arts.

- D. Academic Team Leaders shall have no assigned duty periods other than to lead team meetings.
- E. Translator Services: Compensation to be paid at the curriculum rate. No employee may collect any fee for translating while working during the contracted day. Fees may only be collected on a teacher's non-teaching schedule, including before school, after school, planning period, or lunch. Translation services are not considered "duties", and must not be treated as such. Administration cannot remove teachers from class to translate. The decision to offer translation services must be a mutually agreed upon arrangement.
- F. Athletic Manager is prohibited from coaching

ADDENDUM H

Unless otherwise noted, supplemental contracts will be paid based upon years of experience and the number of cost units for each position as shown in the chart below.

Year	Salary per Cost Unit
1-2	\$308
3-4	\$315
5-6	\$324
7-8	\$368
9-10	\$381
11-12	\$406
13-14	\$431
15+	\$460

CONTRACT – HIGH SCHOOLS

	Cost Units
Academic Competition Team, Advisor	11
Academic Competition Team, Asst.	7
Advanced Placement Organizer <i>(See Note A)</i>	
Band, Marching Director	23
Band, Marching, Assistant <i>(See Note B)</i>	15
Bus Duty <i>(See Note C)</i>	
Debating Club, Sponsor	7
DECA Club, Sponsor	9
Detention Room Supervisor <i>(See Note D)</i>	
Equity Advocate	9
Fall Drama	10
Flexible Supplemental Position <i>(See Note E)</i>	18
Fresh. Class Advisor	6
HS District Senior Strings	9
Jr. Class Advisor	8
Lighting and Sound Technician	6
Literary Magazine	8
Marching Band-Color Guard	13
Mock Trial Sponsor	9
Musical Co-Directors (3)	13
Musical Director, Asst	9
National Honor Society	7
Newspaper, Sponsor	12
Saturday School Supervision <i>(See Note F)</i>	
Science Competition, Sponsor	9
Science Competition, Sponsor Asst <i>(See Note G)</i>	7

Soph. Class Advisor	6
Spring Drama	10
Sr. Class Advisor	11
Student Council / Senate Advisor	9
Subject Chairperson <i>(See Note H)</i>	
Technology Advocate (3)	9
Translator Services <i>(see Note I)</i>	
Yearbook, Sponsor	21

ATHLETIC ACTIVITIES

	Cost Units
Baseball, Assistant Coach (3)	12
Baseball, Head Coach	15
Basketball, Asst. Coach (4)	14
Basketball, Head Coach (2)	19
Fall Cheerleader, Assistant (2)	11
Fall Cheerleader, Sponsor	15
Field Hockey, Assistant Coach (3)	12
Field Hockey, Head Coach	15
Football, Assistant Coach (7)	17
Football, Head Coach	23
Girls Volleyball, Assistant Coach	12
Girls Volleyball, Head Coach	15
Golf, Head Coach	12
Intramurals, Fall (2)	3
Intramurals, Spring (2)	3
Intramurals, Winter (2)	3
Lacrosse, Assistant Coach (6)	12
Lacrosse, Head Coach (2)	16
Soccer, Assistant Coach (6)	12
Soccer, Head Coach (2)	16
Softball, Assistant Coach (3)	12
Softball, Head Coach	15
Swimming, Assistant Coach (B&G) (2)	12
Swimming, Head Coach (B&G)	19
Tennis, Assistant (2)	12
Tennis, Head Coach (2)	15
Track, Assistant Coach (4)	12
Track, Head Coach (2)	15
Track, Winter, Head Coach (2)	15
Unified Bocce Coach	12
Winter Cheerleader, Assistant (2)	10
Winter Cheerleader, Sponsor	14
Wrestling, Assistant Coach (2)	14

Wrestling, Head Coach	19
X Country, Head Coach (2)	15

NOTES:

- A. One position at each high school. Set rate of \$1,500 each.
- B. When the number of playing band members exceeds 40, one assistant will be added. For each 25 playing marching band participants one assistant will be added.
- C. Bus Contracts for Bargaining Unit Members who are required to work before or after the normal teacher day in their schools will be paid at the hourly rate of a starting teacher with a BS degree. Normally, one teacher will be assigned to supervise thirty-five (35) students. For the duration of this contract, the rate will be the curriculum rate.
- D. Detention Room Supervisor will be paid at a rate of \$2,845
- E. Flexible Supplemental: Requires administrative approval, cost units will be based on administrative discretion in accordance with flexible supplemental point system in Addendum I. The number of cost units listed represents the total allocation for each school.
- F. Saturday School Supervisors will be paid at a rate of \$110/week
- G. More than 10 participating students are required for an assistant science competition sponsor to be added
- H. Subject Chairperson – Base of \$3,100 plus \$45 for each teacher supervised 1-20 Max first year; \$57 for each teacher supervised 1-20 Max second year; \$64 for each teacher supervised 1-20 Max third year. In addition, whenever possible they should receive no daily duty period or homeroom assignment; however, in the event of the need for coverage, these assignments will be limited to no more than 5 periods over a two-week period. The following subjects are included as Subject Chairs: World Language, Guidance, Health /PE, Language Arts, Math, Science, Social Studies, Special Ed., Unified Arts
- I. Translator Services: Compensation to be paid at the curriculum rate. No employee may collect any fee for translating while working during the contracted day. Fees may only be collected on a teacher's non-teaching schedule, including before school, after school, planning period, or lunch. Translation services are not considered "duties", and must not be treated as such. Administration cannot remove teachers from class to translate. The decision to offer translation services must be a mutually agreed upon arrangement.
- J. Pay for extended season is to be pro-rated. A time card is to be submitted to the principal.

ADDENDUM I

Flexible Supplemental Point System

This system is based upon the following system to award flexible supplemental positions. Principals will use this system to evaluate applications for flexible supplemental positions.

Annual Hours	Points
Less than 25	1
25-49	2
50-74	3
75-99	4
100-124	5
125-149	6
150-174	7
175-199	8
200+	9

Students Supervised	Points
None	0
1-9	1
10-19	2
20-29	3
30-39	4
40+	5

Responsibility Factors	Points
Skill Development	
Continuously developing skill or special advanced training required	2
Instruct and oversee	1
Supervise	0
Major Events	
Competition/Performance/Major Event	1
4 or More Competitions/Performances/Major Events	2
Publications	
Published Product	1
4 or More Published Product	2
Other	
Required Fundraising/Budget	1
Part of Regional/Nation Organization	1
Requires Staff Coordination	1
Equipment/Facilities Responsibilities	1

Final Rating = (Students + Responsibility) x (Hours)

ADDENDUM J

District Department Leaders

1. The positions of District Department Leader will be paid on the following scale:

Year	Salary per Cost Unit
1-2	\$308
3-4	\$315
5-6	\$324
7-8	\$368
9-10	\$381
11-12	\$406
13-14	\$431
15+	\$460

GROUP A: 14 cost units

- a. K-12 Art
- b. 6-12 English/Language Arts
- c. K-12 English Learners
- d. K-12 Library/Media
- e. 6-12 Math/Comp Sciences
- f. K-12 Music
- g. K-12 Physical Education/Health
- h. K-5 School Counselors
- i. 6-12 School Counselors
- j. K-12 School Psychologists
- k. 6-12 Science
- l. 6-12 Social Studies
- m. K-12 Speech/Language Pathologists
- n. 6-12 World Language

GROUP B: 10 cost units

- a. 6-12 Family Consumer Sciences
- b. 6-12 Tech Ed

GROUP C: 4 cost units

- a. 8-12 Business Marketing
- b. 9-12 Video Production

2. Members moving from a Subject Chairperson or District Chairperson supplemental contract in the same discipline as determined within the discretion of the Board (i.e. Math Subject Chairperson to math District Department Leader) will be granted one year for every two (2) years of previous experience. Under

no circumstance shall a member going from a chairperson to a District Department Leader in the same or similar discipline as determined by the Board receive a reduction in pay.